

TOWN OF STONINGTON POLICE DEPARTMENT
POSITION VACANCY
Police Support Supervisor
Salary: \$75,000

Full-time non-union position, 40 hrs/week w/benefits

Oversees and supervises records and personnel that analyze and review police reports and records to ensure inclusion of pertinent data, and to abstract and record data required to prepare monthly and annual statistical reports relating to crime and all activities of the Police Department; maintains various records and prepares police reports in accordance with laws and established procedures; oversees the scheduling of dispatch operations and corresponding technology vision of the PSAP, works with community partners on dispatch related functions and performs other related duties as required. Provides general technical support as it relates to police IT systems. Receives general supervision from the Records Division sworn supervisor and/or Police Administration. Will exercise supervision.

Any combination equivalent to experience and education that could likely provide the required knowledge, skills and abilities would be qualifying. A typical way would be:

A high school diploma or equivalent with courses in office administration or specialized job training. College coursework or advanced clerical or computer training is desirable. Computer Information Systems or a related field and a minimum of five years recent experience in Police systems and network operations, customer support, application services and development and implementation of technological initiatives. Prior law enforcement experience is desirable.

A criminal record check and valid Motor Vehicle Operator's License are required. The Town of Stonington conducts a urinalysis drug test as part of the hiring process. The urinalysis drug test will be performed using a reliable methodology. The results of any such test shall be confidential and shall not be disclosed by the employer or its employees to any person other than any such employee to whom such disclosure is necessary; the results shall be maintained along with other employee medical records.

Please go to the Town of Stonington web site to review the complete job description:

<https://www.stonington-ct.gov/administrative-services/pages/employment-opportunities>

Resumes with letters of interest MUST be submitted in one the of 3 ways listed below:

EMAILED to Jobs@stonington-ct.gov – with a PDF attachment and the subject line should read “Police Support Supervisor”

MAILED to Administrative Services Department, Stonington Town Hall, 152 Elm Street, Stonington, CT 06378

HAND DELIVERED to Administrative Services Department, Stonington Town Hall, 152 Elm Street, Stonington, CT

All resumes must be submitted no later than 3:30 pm on FRIDAY, DECEMBER 31, 2021.